



Parks & Recreation Department Golf Course Accounting Assistant

20 hours/week - \$21.97 per Hour

The Santa Barbara Golf Club is an 18-hole municipal golf course operated by the City of Santa Barbara Parks and Recreation Department. The golf course operates as an enterprise fund within the City, operating exclusively on the income generated at the course. This part-time position reports to the Golf Course Manager and also works closely with the Department Director, providing administrative and financial support to the golf course operation.

Duties

Accounts Payable/Receivable, Payroll

- Process various fees, payments; collect, count, audit, and prepare paperwork for service or usage payments; batch and verify monies.
- Audit claims sent in for payment; review forms for discrepancies in pricing, calculation, taxes, freight charges and related items; ensure expenditure authorization are signed. Run trial registers; match claims and make corrections as needed. Prepare invoices to golf course concessionaires for revenue and reimbursement to golf budget. Prepare, process and reconcile blanket purchase orders and payments; maintain a payment log balance sheet.
- Process, audit and reconcile payroll time sheets; prepare paperwork for new hires and terminations.

Financial Reports and Analysis

- Develop, generate and maintain various accounting and golf course activity reports and records.
- Collect, compile, and analyze information related to the operation of the golf course; prepare reports which present and interpret data, and identify alternatives; make and justify recommendations.
- Participate in the preparation of the annual golf course budget; golf course fee structures, maintain and monitor appropriate budgeting controls; prepare expenditure and revenue forecasts; authorize routine fund expenditures including purchase orders and work orders.
- Perform budget-related duties and assignments in connection to the Golf Fund annual budget, including review and reconciliation of golf division budget submittals, provide assistance and support in the budget process.

Administrative Support

- Participate in the development and implementation of golf course related operational and administrative programs, policies and procedures.
- Perform a variety of general clerical duties including answering the telephone, typing, maintaining files and records, copying, and processing mail.
- Provide exemplary customer service. Receive and respond to complaints and questions from the general public. Assist customers, departments, and employees by providing fiscal information, explaining procedures and answering questions.
- Perform as recording secretary for the Golf Advisory Committee. Compile agenda items, prepare and distribute packets, and take and transcribe minutes. Coordinate and schedule meetings as needed.
- Use, maintain and troubleshoot minor problems with computer hardware and software.

***Qualifications:** Two years accounting or bookkeeping experience; proficient with Word and Excel. Familiarity with golf operations a benefit but not required.*

Submit resume by June 24, 2011:

Email to: Nancy Rapp, Director Parks and Recreation Department, nrapp@santabarbaraca.gov

or

Mail / deliver to:
Nancy Rapp, Director
Parks and Recreation Department
620 Laguna St.
Santa Barbara, CA 93101